

UPLOAD  
PHOTO

COMMERCIAL ENGAGEMENT CONTRACT

**PART A TO BE COMPLETED  
PRIOR TO PRODUCTION**

CONTRACT #  BRANCH CODE

AGENCY (AGENCY PRODUCER)	
ADDRESS	
SPONSOR/ PRODUCT	
PRODUCTION HOUSE	CHECK IF PAYING SESSION FEE
DIRECTOR	
ADDRESS (CORPORATE NAME WHERE APPLICABLE)	
CONTRACTS WITH TO SUPPLY THE SERVICES OF (PERFORMER NAME)	
PERFORMER ADDRESS (STREET)	
(CITY)	(PROVINCE) (POSTAL CODE)
(TELEPHONE)	(EMAIL)
SOCIAL INSURANCE NUMBER	GST/HST #
	QST#
DATE OF BIRTH IF MINOR UNDER 18	PERFORMANCE CATEGORY/ROLE
TALENT AGENCY	FULL MEMBER # PERMIT #
AGENCY CONTACT	APPRENTICE #

NATIONAL-NUMBER OF COMMERCIALS	TV RADIO DIGITAL MEDIA-AUDIO	DIGITAL MEDIA-VIDEO	TV RADIO DIGITAL MEDIA
DEMO TV RADIO DIGITAL PRESENTATION DEMO INFOMERCIAL	TAGS		
REGIONAL CHANGES			
PSA			
SEASONAL TV RADIO DEALER TV RADIO DOUBLE SHOOT JOINT PROMO			
LOCAL AND REGIONAL ADDENDUM-NUMBER OF COMMERCIALS	DIGITAL MEDIA TO TV BROADCAST	TV BROADCAST TO DIGITAL MEDIA	OTHER
Cat. # TV RADIO DIGITAL MEDIA DEMO	L&R ACTRAonline OPPORTUNITY PILOT PROJECT		
SHORT LIFE ADDENDUM-NUMBER OF COMMERCIALS	TV	RADIO	
	7 DAYS 14 DAYS 31 DAYS 45 DAYS	7 DAYS 14 DAYS 31 DAYS 45 DAYS	
TV BROADCAST TO DIGITAL MEDIA	DIGITAL MEDIA BROADCAST TO TV	DIGITAL MEDIA TO OTHER MEDIA	RADIO TO DIGITAL MEDIA ACTRAonline OPPORTUNITY PILOT PROJECT
USUse ARTICLE 2403 ARTICLE 2404	USE IN OTHER COUNTRIES	ARTICLE 2405	ARTICLE 2406
COMMERCIAL NAMES /NUMBERS/LENGTH			DOCKET
ADDITIONAL TITLES			DIGITAL MEDIA FEES
SESSION FEES		RESIDUAL FEES	OTHER FEES
THIS CONTRACT IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE NATIONAL COMMERCIAL AGREEMENT FOR PERFORMERS IN COMMERCIALS NEGOTIATED BY ACTRA AND THE ICA/ACA.			
PERFORMER/GUARDIAN SIGNATURE			DATE
ENGAGER SIGNATURE			DATE
WORK REPORT: IT IS IMPORTANT THAT THE FOLLOWING REPORT BE COMPLETED AT THE END OF PRODUCTION AND FORWARDED TO ACTRA WITHIN 48 HOURS TO ENSURE PROPER PAYMENT.			

DATE	TRAVEL TIME		CALL TIME	MEAL TIME		FINISH TIME	TRAVEL TIME		DATE	CALL TIME	FINISH TIME
	FROM	TO		FROM LOCATION	TO HOME						
										WARDROBE CALL	
										REHEARSAL	
										HOLDING CALL	
										SUBSTANTIAL SNACK	YES NO

PLEASE NOTE THAT PAYMENT FOR THIS WORK SESSION MUST BE RECEIVED IN THE ACTRA OFFICE NOT LATER THAN 15 BUSINESS DAYS AFTER COMPLETION OF THE WORK SESSION IN ORDER TO AVOID LATE PAYMENT PENALTIES. SESSION AND RESIDUAL FORMS SUPPLIED BY ACTRA ONLINE AVAILABLE AT [www.actra.ca](http://www.actra.ca) MUST BE USED WHEN SUBMITTING PAYMENTS. ACTRA DOES NOT INVOICE FOR SESSION AND RESIDUAL FEES

PERFORMER INITIALS INDICATE WHICHEVER IS APPLICABLE TO THIS CONTRACT	AGREE	ENGAGER/REPRESENTATIVE INITIALS
	DISAGREE	

When the Contract is completed it must be scanned and a digital copy given to the performer during production and a copy sent to the local ACTRA Branch before the payment is remitted